



Plan Review Application

DPW PERMIT AND INSPECTION DIVISION

CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE
300 N. 10TH STREET BATON ROUGE, LA. 70802 • FAX: (225) 389-7861 • RESIDENTIAL (225) 389-3226 • COMMERCIAL: (225) 389-3105
WEB ADDRESS: [HTTP://BRGOV.COM/DEPT/DPW/INSPECTIONS/DEFAULT](http://BRGOV.COM/DEPT/DPW/INSPECTIONS/DEFAULT)

DATE:

RESIDENTIAL	STANDARD REVIEW FEE \$60.	EXPEDITED REVIEW - \$0.10 SQ. FT. PLUS \$60. RESIDENTIAL FEE TOTAL \$ _____	THIRD PARTY REVIEW
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COMMERCIAL	STANDARD REVIEW FEE \$0.04 PER SF; \$70 MINIMUM	EXPEDITED REVIEW - \$0.19 SQ. FT. COMMERCIAL FEE TOTAL \$ _____ DIGITAL & HARD COPY REQUIRED. MUST BE STAMPED, SIGNED AND SEALED BY PROFESSIONAL OF RECORD.
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Review Fee: \$ _____	JOB #: _____	PROJECT #: _____
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COMPLETE ALL APPLICABLE ITEMS, MISSING ITEMS MAY DELAY THE REVIEW PROCESS			
(Commercial) BUSINESS NAME / (Residential) OWNER NAME			CHECK APPLICABLE BOX(ES)
			<input type="checkbox"/> New Building
PHYSICAL LOCATION OF PROJECT (STREET/HIGHWAY & SUITE OR SPACE #)			<input type="checkbox"/> Land Clearing(\$50 app)
			<input type="checkbox"/> Addition
<input type="checkbox"/> INSIDE CITY LIMITS LOT # TRACT # SUBDIVISION			<input type="checkbox"/> Remodel
			<input type="checkbox"/> Change in Occupancy
<input type="checkbox"/> OUTSIDE CITY LIMITS			<input type="checkbox"/> Shell Only
			<input type="checkbox"/> Complete Interior
PROJECT COST SQUARE FOOTAGE CPIC Site Plan No.(if applicable)			<input type="checkbox"/> Parking Lot/Tanks Only
			<input type="checkbox"/> Foundation Only
DESCRIPTION OF BUILDING USE(S)			Number of Stories

IBC CONSTRUCTION TYPE			Traffic Impact fee	
<input type="checkbox"/> IA	<input type="checkbox"/> IB	If home was built prior to 1978, you are required by law to be a U. S. EPA certified RRP (lead-based paint) renovator. Call 214-655-7577 for questions. www.epa.gov	Permits for new buildings, and additions starting August 27, 2007 will be assessed a traffic impact fee based on the building size and use. The traffic impact fee payment may be deferred when the permit is issued, but must be paid in full prior to the issuance of a temporary cut-in, temporary occupancy, or Permanent occupancy.	
<input type="checkbox"/> IIA	<input type="checkbox"/> IIB			
<input type="checkbox"/> IIIA	<input type="checkbox"/> IIIB			
<input type="checkbox"/> IVHT	<input type="checkbox"/> VA			
<input type="checkbox"/> VB (Wood Frame)				
Y N Sprinkler System				
<input type="checkbox"/> LAND USE ONLY			SEWER IMPACT FEE & SEWER AVAILABILITY	
IBC OCCUPANCY CLASSIFICATION			Water meter size (in inches) _____	
			<input type="checkbox"/> No, I choose not to pay the sewer impact fee at the time the permit is issued and understand that fees must be paid in full prior to the issuance of a temporary cut-in, temporary occupancy, or permanent occupancy	
			Sanitary sewer system: City-Parish Collection Private Treatment Plant	
			If sewer availability is unknown, contact the Subdivision Office @ (225) 389-3198.	

OWNER OF BUILDING, SHOPPING CENTER, ETC.	TELEPHONE #:
MAILING ADDRESS	FAX #:
COMMERCIAL TENANT OF BUILDING, SHOPPING CENTER, ETC.	TELEPHONE #: Email address
MAILING ADDRESS	FAX #:
ARCHITECT/ENGINEER	LICENSE #: TELEPHONE # Email Address
ADDRESS	FAX #
CONTRACTOR	LICENSE #: TELEPHONE #: Email address
ADDRESS	FAX #:
APPLICANT	TELEPHONE #: Email address
PRINT NAME OF PERSON TO CONTACT WHEN PERMIT IS READY	TELEPHONE #:
SIGNATURE	DATE

MINIMUM REQUIREMENTS FOR PLAN SUBMITTAL AND REVIEW

Residential Requirements

1. Submit **Application Form**. One set of residential plans and a digital copy PDF format to Plan Review along with the \$60 plan review fee.
2. The schedule for **RESIDENTIAL** permit fees is as follows:
 - a) For valuations less than or equal to \$100,000.00, the fee shall be \$3.00 per thousand dollars.
 - b) For valuations greater than \$100,000.00 through \$500,000.00, the fee shall be \$300.00 plus \$2.00 per thousand above \$100,000.00.
 - c) For valuations greater than \$500,000.00, the fee shall be \$1,100.00 dollars plus \$1.50 per thousand above \$500,000.00.**MINIMUM RESIDENTIAL PERMIT FEE IS \$60.00.**
Expedited plan review fee \$.10 per square foot in addition to minimum review fee. Based on total square footage.

New houses or additions also need the following:

3. Submit **plot plan** showing lot number & dimensions, servitudes, sewer wye location, and location of all buildings.
4. **Flood Zone Determination Form** (\$15 fee) is required with Part "A" of the form completed by owner or his agent. DPW Drainage Engineering will forward this form to your surveyor for the completion of the Proposed Certificate of Elevation.
5. **Proposed Certificate of Elevation** provided by your surveyor determining the lowest elevation of the floor of the structure. **An official certificate of elevation** is required for close-out.

In accordance with the Flood Damage Prevention Ordinance, the fill for sites designated as "Fill Restricted" must be mitigated. The approval is obtained from the Flood Engineering, 1100 Laurel St., Baton Rouge, LA 225-389-3196.

The following items may also be required

- a. Board of Health review required for private treatment plant (225) 242-4870.
- b. Servitude encroachment approval may be required.
- c. Environmental approval required for site disturbance, including development of a lot (225) 389-4857.

Commercial Requirements

1. Submit **Application Form** to Plan Review along with plan review fee. (See front of application for fee calculation) Include: **One set of hard copy commercial plans, drawn to scale** bearing the seal of a Louisiana Architect and/or Civil Engineer on each page and **one set of digital plans, PDF format**. **Mechanical Engineer's** seal is required when heating and air conditioning unit(s) are 10 tons or more. **Electrical Engineer's** seal is required when electrical service size is 600 amps and greater or a 480-volt system. Submit a completed electrical, mechanical and/or plumbing fixture count form.

Exception

An Architect or Civil Engineer's seal may not be required for additions or new buildings constructed of wood frame where the area is less than 1,500 sf with structural spans less than 18 feet. If a seal is not required, a Certificate of Responsibility Form, signed by the contractor and the owner is required. (Form furnished by Commercial Plan Review Section). All Assembly, Educational, & Institutional occupancies require sealed plans.

2. **Plot plan**, on **LEGAL OR LETTER SIZE PAPER**, must show property lines with lot dimensions, the legal description of the property, paved parking and driveways, servitudes, right-of-ways and alleys, street names, sewer wye location, storm drainage, drainage ditches and canals, zoning districts and the location of all existing and/or proposed buildings or structures as located on subject property. Sealed by an Architect, Civil Engineer, or Land Surveyor.
3. **Design Supervision Statement and Structural Design Statement** form with the seal of a Louisiana Architect and/or Civil Engineer (form furnished by City-Parish Commercial Plan

Review Section). If different parties responsible for foundation and building (to be approved by Building Official). A **Certificate of Completion Form** from the design professional of record defining floor and roof live loads must be submitted at the end of construction. (Form furnished by City-Parish Record Room)

4. **Local Fire Department** plan approval required. A \$25 fire Department inspection fee is required for projects within the city limits.
5. **One set of plans** must be submitted to the Office of the **State Fire Marshal** for approval, 8181 Independence Blvd, B.R., La. 70806 (225) 925-4920
6. **Plans** shall comply with the following effective 2/1/18:
 1. 2015 International Building Code
 2. 2015 International Residential Code
 3. 2015 International Existing Building Code
 4. 2015 International Mechanical Code
 5. 2015 International Plumbing Code
 6. 2014 National Electrical Code
 7. EBRP Code of Ordinances
 8. EBRP Unified Development Code
 9. EBRP Flood Damage Prevention Ordinance
 10. LSUCCC Amendments adopted by the State

7. The schedule for **COMMERCIAL** permit fees is as follows:
 - a) For valuations less than or equal to \$100,000.00, the fee shall be \$3.00 per thousand dollars.
 - b) For valuations greater than \$100,000.00 through \$500,000.00, the fee shall be \$300.00 plus \$2.00 per thousand above \$100,000.00.
 - c) For valuations greater than \$500,000.00, the fee shall be \$1,100.00 dollars plus \$1.50 per thousand above \$500,000.00.

Minimum permit fee will be \$70.00.

Expedited plan review fee \$.15 per square foot in addition to minimum review fee. Based on total square footage.

New buildings or additions also need the following:

8. **Flood Zone Determination Form** (\$15 fee) is required with Part "A" of the form completed by owner or his agent. Flood Engineering will forward this form to your surveyor for the completion of the Proposed Certificate of Elevation.
9. **Proposed Certificate of Elevation** provided by your surveyor determining the lowest elevation of the floor of the structure. **An official certificate of elevation** is required for close-out.

In accordance with the Flood Damage Prevention Ordinance, the fill for sites designated as "Fill Restricted" must be mitigated (>5,000sf exempt). The approval is obtained from the Subdivision Engineer, 1100 Laurel St (225) 389-3198.

11. **Landscape approval** required for all new construction & some additions; 300 N 10th St. B.R., LA 70802 (225) 389-3221

The following items may also be required

- a. Construction over 30,000 sf - Planning Commission approval (225) 389-3144
- b. Alcohol sales/service - Alcohol Beverage Control (225) 389-3364
- c. Food sales/service - Board of Health (225) 242-4870
- d. Private treatment plant - Board of Health review required (225) 242-4870 - Treatment Plants over 3000 gal - Dept. of Health & Hospitals (225) 925-7200
- f. Driveway construction on State or Federal highway - DOTD approval required (225) 231-4129
- g. Servitude encroachment approval may be required.
- h. Construction of new building, addition or parking lot requires Environmental approval. (225) 389-4857
- i. Excavation in R/W contact Traffic Engineering @ (225) 389-3246 for location of Traffic signal FIBER OPTIC lines or <http://brgov.com/dept/dpw/traffic/default.asp>